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ABSTRACT

This guide explains the policies of Syracuse University's School of Information Studies (IST) regarding a field work program designed to provide the student with the opportunity to work in a professional environment under the supervision of an experienced professional and with the guidance of an IST faculty member. The guide describes the purpose of the program; the roles of the field work student, the site supervisor, the advising faculty member, and the field work coordinator; and special learning situations such as internships, the student as consultant, and field work outside the Syracuse area. Aspects such as tuition remission, hours and credits, required products, grades, enrollment procedures, and contracts are also discussed. Lists of selected field work sites and sample field work projects are included. (FM)

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FIELD WORK

PROGRAM GUIDE

COMPILED BY : Michael Eisenberg, Coordinator for Field Work

School of Information Studies
Syracuse, NY.

This guide explains the policies of the School of Information Studies regarding the field work program.

Additional inquiries should be directed to the field work coordinator.

Adopted
October 1980

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

PROGRAM PHILOSOPHY

THE PROGRAM

In recognition that education extends beyond the formal classroom, the faculty at the School of Information Studies Studies encourages students to explore special learning situations outside existing courses. The field work program is designed to provide the student with the opportunity to work in a day-to-day professional environment under the supervision of an experienced professional and with the guidance of an IST faculty member. In addition, the program is also designed to promote positive interaction between practicing information professionals in institutions/businesses/libraries/agencies and the faculty and students of the School of Information Studies.

PARTICIPATION IN FIELD WORK - PURPOSE

For the student,
to gain practical experience in using information skills and applying theoretical knowledge, to pursue a special interest in a subject speciality, to interact and communicate with practicioners, to become aware of employment opportunities , to test theoretical concerns against reality, to develop a professional self-awareness, to understand the role of the sponsoring site within the community.

For the site,
to develop and implement special projects, to have additional professional-level assistance available, to gain fresh insights into operations, and to interact with the students and programs of the School of Information Studies

For the School of Information Studies,
to provide stimulating alternative learning environments for students, to meet the individual needs of students, to promote a good working relationship with institutions, agencies, businesses, and libraries.

ROLES AND DEFINITIONS

The field work student: A student who has registered for IST 970 and turned in a completed contract to the field work coordinator.

Field work is a unique learning experience for the student. The field work coordinator, the site supervisor and the faculty member all have responsibilities. However, the primary responsibility for the success of the field work experience rests with the student. The following is a list of student responsibilities.

1. Meets with the field work coordinator to discuss the field work program to begin the process of matching the student's needs with appropriate sites.

2. Reads the field work program guide and becomes familiar with field work guidelines, procedures and responsibilities.

3. Consult with the academic advisor to determine how a field work experience will help meet educational goals and fit into the student's overall academic program.

4. After a potential site has been selected, contacts the potential supervisor to exchange information regarding expectations and availability.

5. A faculty member must be selected to oversee the field work experience (this may be done before or after site selection). This is a critical step as the background of the faculty member should be consistent with the work to be done at the site.

6. Meets with the site supervisor at the site. If the site supervisor and student are in agreement regarding their respective roles,, a pre-contract should be written (see pre-contract form, appendix). The pre-contract must be signed by the student, site supervisor, faculty member and field work coordinator,with copies distributed to all parties.

7. A contract - more specifically describing the field work experience - must be completed and signed by the end of 30 hours on-the-job.

8. There will be one meeting of field work students during the semester - the field work seminar. All field work students must attend.

9. At the end of the experience, inform the field work coordinator of termination and complete an evaluation form analyzing the experience and field work program.

10. If the student feels that the faculty member, site supervisor or the coordinator is not meeting contract obligations;or if the faculty member should leave the School, then the student should meet with his/her advisor to prepare a statement of the situation, to be presented to the Executive Committee for guidance and/or adjudication.

11. Agrees to abide by all policies, rules, and regulations of the organization for whom she/he is working, and will not reveal any information of a confidential nature which might come to his/her attention due to this job.

The field work site: The agency/business/library/etc. which agrees to have a field work student. The site supervisor is the person in the sponsoring site chosen to work with, advise, and evaluate the field work student. The following is a list of site supervisor responsibilities.

1. Knows areas, projects and activities within the site which are appropriate for field work student involvement.

2. Communicates with the field work coordinator at the School of Information Studies regarding opportunities at the site.

3. Communicates with and interview potential field work students. The interview should be an exchange of information including: nature of the site, background of the student, opportunities at the site, needs of the student, expectations of both the site and student, and basic information (time frame, methodology, communications, etc.)

4. If the student is not acceptable, inform the field work coordinator. If the student is accepted, assist him/her in writing the pre-contract.

5. Makes necessary arrangements at the site including alerting appropriate personnel and providing space, equipment, and/or supplies.

6. Orients the student to the site - physical layout as well as the organizational structure. The student should gain an understanding of philosophy, goals, functions, and clients of the site.

7. Reviews expectations and assist the student in writing a contract detailing the nature, rationale, methodology, responsibilities, and criteria for evaluation of the field experience. The contract should be as specific as necessary to insure a clear understanding by all persons involved (see contract form). The contract should be completed and approved by the end of 30 hours of field work).

8. Meets with the student as necessary (or at least every two weeks) for discussion. Meets at mid-semester and end of semester for evaluation.

9. Completes a written evaluation of the student (a letter and evaluation form will be sent from the School of Information Studies), and provide information as necessary to the faculty member overseeing the field work experience.

10. Good communication between the site supervisor, student, faculty member, and field work coordinator will insure a successful experience. The site supervisor should, without hesitation, call the field work coordinator or faculty member should any questions or problems arise.

Tuition remission for the site supervisor: Syracuse University recognizes the educational contribution made by sponsoring field work sites. In particular, it recognizes the time taken by the site supervisors working with field work students.

For that reason, the University has set guidelines for remitted tuition benefits to be made to those supervisors. Remitted tuition will be available to the site supervisor only after the completion of the field work. For more information refer to the "Remitted Tuition Guidelines" and "Remitted Tuition Benefit Form" included in the appendix.

The faculty member: The instructor for this experience, overseeing and evaluating the student. The professional expertise of the faculty advisor should closely match the nature of the field experience. The following is a list of faculty member responsibilities.

1. Assists the student in setting up the experience; discusses field work from an academic viewpoint.

2. Assigns supplementary readings or projects which will enhance the field work experience. This may include: visits to similar sites, a diary, discussions, a literature search, reports, bibliographies, evaluations, etc.

3. Carefully evaluates the pre-contract and the contract before signing. Contacts the site supervisor, at least by telephone.

4. Consults with the student and site supervisor at the beginning of the experience, mid-way through, and at the end of the experience.

5. Is available as a resource person for guidance and discussion.

6. At the end of field work, evaluates the performance of the student(see Evaluation and Grade, page 10).

7. At the end of field work and with input from the site supervisor (a written evaluation will be submitted), evaluate student performance and assign the final grade.

Because it is realized that supervising a field work student is demanding, it is recommended that no faculty member handle more than 6 field work students per semester.

The School of Information Studies field work coordinator: The link between the School of Information Studies, the site, and the student. In essence, except for the academic quality of the work, the coordinator is responsible for the Field Work Program as a whole. The following is a list of field work coordinator responsibilities.

1. Maintains contacts with field work sites, and know the needs and opportunities in sites. Is available for questions about the program.

2. Advises interested students of program requirements, goals, procedures, etc.

3. Informs students and faculty of available sites through the field work bulletin board, newsletter, and special notices as appropriate.

4. Assists in matching the needs of sites and students.

5. Assists, as necessary, with arranging the initial site-student interview, writing of the pre-contract, writing of the contract, and the completion of all necessary paperwork.

6. Keeps the lines of communication open. Is available for counseling, conflict resolution,etc.

7. Visits the site at least once for the purposes of assistance, communication, evaluation and feedback.

8. Arranges and conducts the field work seminar.

9. Handles introductory,thank you, and other necessary correspondence with the site.

10. Assures that the final evaluation form is sent to the site and that the student's file contains the pre-contract, contract, and evaluation at the end of the experience.

PLEASE NOTE: The job description of the present field work coordinator, Mike Eisenberg, does not include responsibilities 4, 5, 6, and 7 as written.

SPECIAL FIELD WORK SITUATIONS: INTERNSHIPS, THE STUDENT AS CONSULTANT, FIELD WORK OUTSIDE SYRACUSE

A number of special learning situations may be arranged which fall under the field work umbrella: internships, the student as consultant, field work outside Syracuse. It is the policy of the School of Information Studies to encourage these activities while insuring adequate supervision and faculty contact.

Internships

Internship is field work with the following differences: the student is usually paid, the work is full time, the site supervisor may not be an information professional, and the site is outside the immediate Syracuse area. Any of these differences can significantly affect the experience.

As the site is paying the student, considerable attention must be given to site needs which might otherwise be outside the normal scope of field work. For example, the student might be required to do repetitive or clerical tasks. In addition, the supervisory role of the site is expanded due to the physical distance from Syracuse and the "employment" nature of the situation. If the site supervisor is not an information professional, the student must now fill the role of consultant. The student must be fully aware and capable of handling this additional responsibility.

At the same time, since the student is to receive University credit for the internship, the academic nature of the experience must be maintained. The student should be involved in a learning situation consistent with personal and IST program objectives, and the faculty member must insure that academic standards are met. Careful planning of internships is essential and expectations need to be clearly understood and approved by all parties.

The IRM internship program is included within the above guidelines.

The student as consultant

In keeping with the wide scope of the School of Information Studies, field work sites may include any type of institution, organization, agency, business or industry. This means that some sites may have no information professionals to supervise the student and that the student must now fill the role of consultant. Advising the student will rest solely in the hands of the School. In this case:

1. The site supervisor will receive no tuition remission.

2. The student must be fully aware and capable of handling this additional responsibility. Only the resourceful and independent-oriented should consider consultancy.

3. The faculty member must be aware that the student is acting as consultant and that his/her responsibility is greater.

4. The faculty member must be in close contact with the site - a visit is usually necessary.

5. If the site is a for-profit institution, it may be desirable to negotiate a fee for the project.

Field work outside Syracuse

A number of field work experiences have been arranged for students away from the immediate Syracuse area. These must be managed carefully with consideration given to the fact that the coordinator or faculty member will be unable to visit the site. Communication among the site, student and faculty member must be frequent and regular.

GENERAL INFORMATION

Hours and credits: A range of 1-6 graduate credits may be earned for IST 970. The student must work a minimum number of hours in a semester to receive a certain number of credits:

50 hours of work at the site = 1 credit
150 hours of work at the site = 3 credits
300 hours of work at the site = 6 credits

These hours are the ones spent on site and do not include time spent with the coordinator, faculty member, writing the contract, or at meetings. To be a profitable experience,

field work usually involves at least 3 credits of work. This averages to about 15 hours per week/10 weeks. The hours, credits as well as a schedule of activities should be specified in the contract.

Product Required: A field work placement is not a part-time job. It is a course with regard to required readings, reports, assignments, and the like. Supplementary work may include one or a combination of: journal or diary, bibliography, literature search, report, assessments, evaluation and recommendations, oral reports, visits to other sites. The nature of requirements and expectations of the site supervisor and faculty member should be detailed in the contract.

Evaluation and Grade: The task of evaluating the learning experience of a field work student is a many faceted one. The final grade will be determined by the faculty member based on the following:

1. Consultation with the site regarding quality and quantity of work, attitude, level of commitment, decision-making ability, compliance with the contract,

2. the formal evaluation form completed by the site supervisor at the end of the field experience,

3. final report, journal or product as required,

4. personal observation and contact with the student, and

5. input from the field work coordinator as appropriate.

Regarding actual grades, students should not assume that the successful completion of field work insures the highest grade. An "A" is appropriate for outstanding and exceptional efforts.

Procedures and time schedule for enrolling in field work: After the student has decided to do field work:

1. Student meets with field work coordinator; completes Application Form (during semester prior to field work).

2. Negotiation with the site (before registration).

3. Student meets with faculty member(before registration).

4. Write the Pre-contract (before registration).

5. Pre-register/register.

6. Start work

7. Write the contact - approval by all parties by the time 30 hours of field work has been completed.

8. Attend the scheduled field work seminar (during the semester).

9. At the end of the field work experience, complete the Student Evaluation Form.

The contract: Past experience indicates that a carefully written contract is the key to a successful field work experience. It is vital that the contract be clear and precise, describing the project itself and what is expected of all individuals involved. When the contract is specific, the field work runs smoothly. The contract is to be written by the student after he/she has met with the coordinator, site supervisor, and faculty member. It takes time to write a good contract and revision is often necessary. No one involved with the field experience should sign the contract until satisfied. The contract should be completed by the end of 30 hours at the site.

The contract will include:

1. BASIC DATA: names, addresses, phone of student, site supervisor, faculty member

2. CREDITS AND HOURS

3. PRODUCT: diary, bibliography, literature search, etc.

4. PROJECT DESCRIPTION: as detailed as possible

5. RATIONALE: how the field work fits into the student's overall program

6. METHODOLOGY: how the work is to be done

7. COMMUNICATIONS: time, place, frequency of student-supervisor, student-faculty member discussions

8. RESPONSIBILITIES: any additional to those listed in this guide

9. MISCELLANEOUS: vacation days, special arrangements, etc.

10. CRITERIA FOR EVALUATION

LIST OF FORMER FIELD WORK SITES

The sites listed are a selected sample from actual field placements over the past five years. They indicate the scope and variety of opportunities available to IST students.

All-University Gerontology Center, Syracuse
Borden Research Centre, Syracuse
Canastota Canaltown Corporation
Carrier Corporation, Syracuse
Cazenovia College
Crouse-Irving Memorial Hospital Library, Syracuse
Dewitt Community Public Library
Environmental Protection Agency, Washington D.C.
Everson Museum, Syracuse
Executive Office of the President, Washington D.C.
Fayetteville-Manlius Schools
Gaylord Brothers, Syracuse
General Electric Corporation, Syracuse
Gerontology Information Program (GRIP), Syracuse
Griffiss Air Force Base, Rome, N.Y.
Health Informaton Sharing Project (HISP), Syracuse
Ithaca High School
Jamesville-Dewitt Central Schools
Liverpool Central Schools
Loretto Rest Geriatric Center, Syracuse
Moon Library, SUNY College of Environmental Science/Forestry
National Cancer Institute, Washington, D.C.
PEACE Inc., Syracuse
Penefield Library, SUNY @ Oswego
Syracuse Cablesystems
Syracuse City Schools
Syracuse Community Health Center
Wayne Highlands Central Schools, Wayne Highlands, Penn.
West Genesee Central Schools
VA Medical Center, Syracuse

SAMPLE FIELD WORK PROJECTS

1. Analysis of a small community and design of public library services for that community.

2. Creation of a film for instructing students in a school media center.

3. Preparation of a lecture series on children's book illustration.

4. Evaluation of research methods in information science literature.

5. Compilation of human resources in gerontology at Syracuse University.

6. Systems analysis of video library processes for campus television network.

7. Analysis of services to students in a school media center.

8. Literature search in marketing research.

9. Writing of study guides for feature films.

10. Costing and price analysis of information services and recommendations for implementation.

11. Organization of the staff library at a geriatric center.

12. Needs assessment for training projects at local community agency.

13. User survey regarding information services.

14. Develop a library learning program involving non-print media.

APPENDIX

FORMS AND HANDOUTS

1. IST 970: Field work guidelines in brief
2. Application for Field Work
3. Pre-Contract
4. Contract
5. Student Evaluation Form
6. Site Supervisor Evaluation Form
7. Remitted Tuition Benefits to Employees of Outside Agencies
8. Remitted Tuition Agreement Form

APPLICATION FOR FIELD WORK - IST 970

Date: _____
Best time to reach you: _____

This form is just to indicate your interest in the program. It is not a registration form.

Name _____

Address _____ Phone _____

Faculty Advisor _____

Semester _____

Expected Date of Graduation _____

Major/Minor as Undergraduate _____

Special Expertise? Special Training? Special Interests?

List Courses completed or in progress (and grades received)

Type of work you would prefer: (technical, reference, PR, sales, general overview)

Type of site you desire: (Check areas of interest. Mark 1, 2, and 3 on your three primary choices.)

Libraries	Agencies	Business/General Info.
School_____	State_____	Information-on-Demand_____
Special (Type?)_____	City_____	Library Supplier_____
Public_____	Federal_____	Computer, Data Base_____
University_____	Health_____	Publisher_____
Community College_____	Aging_____	Indexer_____
Business_____	Environment_____	Records Management_____
Other:_____	Social Service_____	Thesaurus-Maker_____
_____	Other:_____	Media, Video_____
	_____	Micro-Forms_____
		Other:_____
		_____

Location Preferred: _____

Semester Preferred: _____

Do you have use of a car? _____

Proposed Project Description: (if you have one in mind) (continue on back)

SYRACUSE UNIVERSITY
SCHOOL OF INFORMATION STUDIES

113 EUCLID AVENUE SYRACUSE, NEW YORK 13210 PHONE (315) 423-2911

IST 970: Field Work

GUIDELINES IN BRIEF

WHAT IS FIELD WORK?

Field work is participation in a supervised and evaluated professional experience in a library, institution, business or agency. It provides the student with the opportunity to work in a day-to-day professional environment, under the supervision of an experienced professional, and the guidance of a subject-specialist faculty advisor.

WHAT ARE THE BASIC REQUIREMENTS?

1. Activity must be planned by faculty of the School and the field site, in relation to the content and the value of the field experience and the student's readiness to undertake it. The work must also be considered in regard to the student's long- and short-term career goals.

2. Activity must be supervised and evaluated by both a faculty member of the School and by the supervisor on the site. (The site supervisor is eligible for remitted tuition at Syracuse University).

3. Work to be done must be at a professional level, and not part of the student's present paid or volunteer employment.

4. A range of 1-6 graduate credits may be earned. To be a profitable experience, field work should involve at least three credits of work. More than three credits may make too much of a demand on the student's time. 150 hours per semester = three credits. This averages out to about 15 hours per week/10 weeks.

5. A Pre-contract (see below), outlining the main points of the field work, must be submitted before registration. A Contract (see below) must be drawn up and approved by the time 30 hours of field work has been completed.

6. Students must attend one meeting of field work students during the semester.

7. Final grade will be decided by the following criteria:

    1. Quality of work performed on site
    2. Final report or product, e.g., procedures manual, catalog, audio-visual packet
    3. Meetings with faculty advisor.

HOW TO ENROLL - FIELD WORK PLANNING SCHEDULE

1. Student meets with Coordinator — before Registration
2. Negotiation with site — before Registration
3. Student meets with Faculty Advisor — before Registration
4. Before Registration, write the Pre-contract, including the following information:
   a. Amount of credit to be given
   b. Description of work or project to be done
   c. How work will be done (methodology)
   d. How work fits into the student's overall academic picture and career goals (rationale)
5. Preregistration — before registration
6. Registration
7. Start working on the Contract
8. Approval of Contract — By the time the 30 hours of field work has been completed.

The contract is a detailed version of the Pre-contract, Be sure to consult the site supervisor, faculty advisor and Coordinator of Field Work. Include and fully explain all items in no. 4 above, also add:

   e. Schedule of work on site
   f. When student-faculty advisor and student-site supervisor meetings will take place.
   g. Criteria for evaluation:what competencies, projects or written product must be completed to fulfill the field work requirements?

Finally, if the student feels that the faculty advisor, site supervisor or the Coordinator are not fulfilling their part of the Contract; or, if the Faculty Advisor should leave the School, then the student should meet with his advisor to prepare a statement of the situation, to be presented to the Executive Committee for guidance and/or adjudication.

FOR FURTHER INFORMATION ON IST 970: FIELD WORK

1. Complete the "Application for Field Work" and return it to the Coordinator for field work.
2. Make an appointment with the Coorinator for Field Work, to discuss planning and preparation.

PRE-CONTRACT - IST 970

Date_____
(Due before Registration)

_____
Semester of Registration
Credits_____

FIELD WORK

Do not complete this form without consulting the Field Work Coordinator

Student Name_____

Address_____ Phone_____

Site_____

Address_____ Phone_____

Site Supervisor_____ Title_____

Faculty Member_____

Project Description (Outline)

Rationale: (How does the Field Work fit into the student's overall program)

Is Contract being written? ____Yes ____No

Date Contract will be submitted: _____

Signatures:

_____ _____
Student (Date)

_____ _____
Site Supervisor (Date)

_____ _____
Faculty Member (Date)

_____ _____
Field Work Coordinator (Date)

One copy of the Pre-Contract must be submitted to the Site Supervisor and the Faculty Advisor. Two copies must be submitted to the Coordinator of Field Work.

All copying and other expenses are the responsibility of the student.

7-80

CONTRACT FORM - IST 970

Date _____

_____
Semester of Registration

Credits _____

Student Name _____

Address _____ Phone _____

Site _____

Address _____ Phone _____

Site Supervisor _____ Title _____

Faculty Member _____

Hours/Days of Work _____

PROJECT DESCRIPTION (As detailed as possible; use extra sheets if necessary)

RATIONALE (How does Field Work fit into student's overall program?)

METHODOLOGY (How is the work to be done? Outline/Summarize

CONTRACT FORM

COMMUNICATIONS (When, where, and how often will discussions take place?)

RESPONSIBILITIES (List any in addition to those listed in the "Guide")

MISCELLANEOUS (Vacation days from the University, special arrangements, etc.)

CRITERIA FOR EVALUATION

I have read the field work program Guide and the above contract. I am aware of my responsibilities with regard to this student's Field Work Program as outlined in the manual, and agree to it and to the contract written above.

Student	(Date)
Site Supervisor	(Date)
Faculty Member	(Date)
Field Work Coordinator	(Date)

STUDENT EVALUATION

Please use additional sheets if necessary.

Name _____

Address _____ Phone _____

Agency _____

Agency Supervisor _____

Faculty Supervisor _____

Brief Description of project: _____

_____

_____

Did the field work meet your expectations? No 1 2 3 4 5 6 7 Surpassed Them
Please explain your answer:

Did you feel your time was well spent? No 1 2 3 4 5 6 7 Very Well Spent
Please explain your answer:

Did you receive enough direction/feedback from your faculty supervisor?
Please explain your answer: No 1 2 3 4 5 6 7 More than enough

(Over)

Did you receive enough direction/feedback from the site supervisor?
Please explain your answer: No 1 2 3 4 5 6 7 More than enough

Did you receive enough direction/feedback from the field work coordinator?
Please explain your answer: No 1 2 3 4 5 6 7 More than enough

In total, what did you think of your fieldwork experience?
Please explain your answer: Useless 1 2 3 4 5 6 7 Extremely Valuable

In your opinion, what was the MOST OUTSTANDING part of the experience?

In your opinion, was the LEAST VALUABLE part of the experience?

Are there any other comments you would like to make? THANK YOU!!!

SITE SUPERVISOR

STUDENT EVALUATION FORM

Student Name _____

Organization _____

Semester _____

Your name (Site Supervisor) _____

To the Site Supervisor:

Please write an evaluation as you would for a new professional in your agency. Consider any of the following criteria: student's ability to analyze problems, grasp essentials, and reach sound conclusions, ingenuity, enthusiasm, curiosity, persistence, ability to work on a professional level, trustworthiness, reliability in following instructions; attitude, ability to think creatively, ability to meet standards and deadlines, quality of work, ability to learn from errors and take criticism, ability to express him/herself, emotional balance, and tact.

PLEASE GIVE A NUMBER GRADE: (Omit if you covered these items in your evaluation on the front).

Poor Excellent

1 2 3 4 5 6 7

_____Ability to work with staff
_____Ability to work with clients
_____Ability to assume responsibility
_____Ability to work independently
_____Ability to work as a team member
_____Ability to communicate in writing
_____Ability to communicate orally
_____Ability to work within a subject field (if applicable)
_____Ability to assess a problem, plan to solve it, and follow through with plans
_____Ability to provide, if necessary, a totally original solution to a problem
_____Ability to work with technical matters.

If you had a vacancy, would you recommend the Field Work Student be considered? If yes, for what type of position? If no, why not?

Any suggestions for improving the Field Work Program from the perspective of the site supervisor?

Would you like to have another Field Work Student? Why or why not?

Signed _____

Title _____

Date _____